TO:        Members of the Senate
FROM:      Secretary of the Senate
SUBJECT:   Senate Meeting on October 1, 2015
DATE:      September 23, 2015

The October meeting of the University Senate will be held on
Thursday, October 1, 2015 at 4:05 p.m. in Room 113, Education.

AGENDA

1) Announcements:
   a. Joint Senate Technology Advisory Committee proposal
   b. Report on Faculty Senate
   c. University Senate agenda setting

2) Minutes of the previous meeting and business arising from
   the minutes

3) Question period

CONSENT CALENDAR:

4) Annual report of the Senate Committee on Committees, Emily
   Cherry, 2014-15 Chair, Senate Committee on Committees
   (attachment #1)

5) Annual report of the Senate Conflict of Interest/Scientific
   Misconduct Committee, Soizik Laguette, Chair, Senate Conflict
   of Interest/Scientific Misconduct Committee (attachment #2)

6) Annual report of the Senate Honors Committee, Joe Vacek,
   Chair, Senate Honors Committee (attachment #3)

BUSINESS CALENDAR:

7) Curriculum Committee report, Roxanne Hurley, Chair, University
   Curriculum Committee (handout at meeting)

8) Proposed revisions to the Senate Online & Distance Education
   Committee (attachment #4)
TO: University Senate  
FROM: Emily Cherry, Committee on Committees  
DATE: October 1, 2015  

Chair: Emily Cherry  
Members: Daba Gedafa, Curt Stofferahn, Kathy Smart, Melissa Gjelstad  

In academic year of 2014-2015 the committee met to review nominations for University Senate Committees.

Committee preferences were solicited from faculty using an electronic format in January 2015. Approximately 236 responses were received, an increase of approximately 54% from the previous year. Data was collected to assess preferences for University Senate level committees, and recommendations were made to the University Senate. Criteria for selection of nominees to various committees are based on survey responses, request given directly to a committee member, and requirements of each committee structure.

Other COC activities included:
- Marketing strategy to solicit more response from the survey
- Three emails were sent as reminders to participate and the survey was renamed the University Service Preference Form
- A section on the survey was created to ask questions or make suggestions to the University Senate Executive Committee in an effort to maintain transparency
- Analysis of the preferences and previous service of the faculty to finalize a ballot for the University Senate;
- Submitting nominations for 42 expired terms on Senate Committees for the election in March-April;
- Submitting nominations for the University Senate election for University Senate officers in September;
- Noteworthy is the committee's struggle to fill positions left vacant through resignations or leaves of absence by elected committee members. With new chair appointments and campus initiatives University Senate committee appointments were strained.

Appointments for Senate Committees
The following COC appointments were made Summer-Fall 2015 due to resignations after the May Election-2015. (As of August 15, 2016).

<table>
<thead>
<tr>
<th>Committee</th>
<th>Appointment</th>
<th>Resignation</th>
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<tbody>
<tr>
<td>Curriculum</td>
<td>Kathy Smart</td>
<td>Mary Baker</td>
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<td>Essential Studies</td>
<td>Donovan Widmer</td>
<td>Elizabeth Rheude</td>
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<td>Essential Studies</td>
<td>Sukhvarsh Jerath</td>
<td>Charles Moretti</td>
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<td>Faculty Handbook</td>
<td>Marcellin Zahui</td>
<td>Paul Sum</td>
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<td>Faculty Handbook</td>
<td>Sarah Neilson</td>
<td>Kathy Smart</td>
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<td>Faculty Instructional Development</td>
<td>Sarah Robinson</td>
<td>Wayne Seames</td>
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<td>Faculty Instructional Development</td>
<td>Thrya Knapp</td>
<td>Matt Cavalli</td>
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<td>Honorary Degrees</td>
<td>Warren Jensen</td>
<td>Richard Shafer</td>
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<td>Honors</td>
<td>Peter Meberg</td>
<td>Tom Steen</td>
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<td>Honors</td>
<td>Danielle Condry</td>
<td>Burt Thorp</td>
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<td>Library</td>
<td>David Haberman</td>
<td>Laurie McHenry</td>
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<td>Online &amp; Distance Education</td>
<td>Sima Noghanian</td>
<td>Barbra Combs</td>
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<td>Online &amp; Distance Education</td>
<td>Soizik Laguette</td>
<td>Sonia Zimmerman</td>
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<td>Student Academic Standards</td>
<td>Richard Fiordo</td>
<td>Michael Flynn</td>
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<td>Budget</td>
<td>Mary Askim-Lovseth</td>
<td>Susan Nelson</td>
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<td>Tom Petros</td>
<td>Tom Steen</td>
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<td>Brad Myers, Thomasine</td>
<td>Added with updated</td>
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<td>Heltkamp, Terra Jorgenson,</td>
<td>committee charter</td>
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<td>Sukhvarsh Jerath, John Shabb,</td>
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Respectfully Submitted,  
Committee on Committees
THE COMMITTEE MEMBERSHIP

2013-2014
David Bradley* (Med School)
Brad Reissig (Arts and Sciences)
Phil Harmeson (BPA)
Diane L. Hillebrand (Med School-staff)
Soizik Laguette (Aerospace)
Jan Stone (Law)
Tom Petros** (Arts and Sciences)
Sebastian Braun (Arts & Sciences)
Martin Short (Med School)
Lowell Stanlake (Engineering)
Julie Anderson (Nursing)
Julie A. Evans (General Counsel, ex officio)
Barry I. Milavetz (RD&C, ex officio)
Cheri Williams (President’s Office-staff)

2014-2015
April Bradley (Art & Sciences)
Andre Kehn** (Art & Sciences)
Phil Harmeson (BPA)
Tracy Evanson (Nursing)
Soizik Laguette* (Aerospace)
Mary Drewes (Library)
Eric Murphy (Med School)
Sebastian Braun (Arts & Sciences)
Martin Short (Med School)
Lowell Stanlake (Engineering)
Trish Hodny (Law-Staff)
Kim Keeley (EHD - Staff)
Lisa Moore (G&C - Staff)
Barry I. Milavetz (RD&C, ex officio)
Harmon Abrahamson (RD&C, ex officio)
Julie A. Evans (General Counsel, ex officio)

FUNCTIONS AND RESPONSIBILITIES

The Constitution and By-Laws of the University Senate charge the Committee to develop, revise, and update the Conflict of Interest, Institutional Conflict of Interest in Human Research, and Ethical Conduct in Scholarship (creative activity) policies for the University, in accordance with federal and non-federal funding agency policies. Additionally, the Committee has the responsibility to consider referrals or complaints relative to conflict of interest or scientific misconduct.

2014-2015

Soizik Laguette (Aerospace) was elected Chair* in October 2014, and Andre Kehn (Arts & Sciences) was elected to serve as Vice Chair**. Barry Milavetz was appointed UND Interim VPR&ED and could not serve on the committee anymore. He was replaced by the new interim Associate VPR&ED, Harmon Abrahamson. Kim Keeley (Education & Human Development) resigned from the committee in March 2015. Lisa Moore (Grants & Contracts) was appointed by the COI/SMC Committee in March 2015.

COI meeting schedule: In fall semester 2014 the committee met one hour every other week. In spring 2015 in order to, 1) better adapt to committee members schedules and, 2) allow more work to be done by the committee, the committee decided to meet one hour every week, alternating between Tuesdays and Thursdays.

COI committee quorum: Discuss/change quorum requirement from half of voting members +1 committee member, to 1/3 of the voting members or five (5) voting members. The committee voted to change the quorum requirement to five (5) voting members.
So far, the committee has met twenty times during the 2014-2015 academic year. The principal business before the committee has been:

1. **Conflict of Interest:**
   a. The Conflict of Interest Policy new version was approved by UND Senate in April 2015. The committee will not work on the Conflict of Interest this 2014-2015 year.

2) **Ethical Conduct in Scholarship (Creative Activity)**
   a. The decision was made to adopt the same format as the Conflict of Interest; separate Policy and Procedure and forms.
   b. Review/revision of the policy and procedures with two main objectives in mind: 1) simplify the policy and procedures so they can be easily understood; 2) clearly presenting the whole procedures three-process (see flowchart), unmistakably stating the possible outcomes of every step of the process.
   c. Have the policy/procedure ready to be brought to, and approved by UND Senate in fall 2015.

3) **Institutional Conflict of Interest in Human Subject Research:**
   a. A new policy to address Institutional Conflict of Interest needed to be created to comply with the AAHRPP accreditation requirement.
   b. UND Senate Executive body agreed that it would be the Conflict of Interest Committee responsibility to develop, revise, and update the Institutional Conflict of interest in Human Subject Research.
   c. Review/revision of the Institutional Conflict of Interest in Human Subject Research Policy temporarily drafted by the VPRED. The Policy was approved by the Committee in March 2015.
   d. The Policy was approved/adopted by UND Senate in April 2015.

Issues/priorities for the Conflict of Interest/Scientific Misconduct Committee to address during the 2015-2016 academic year include:

1. **Closing review/revision of the Scientific Misconduct Policy, procedures and memos/letters template.**

2. **Explore the necessity and feasibility and develop an UND Code of Ethical Conduct for faculty and staff, with potential appeal for UND Faculty and Staff.**
3. Other projects that may be brought by COI members.

This report was written by Soizik Laguette, current chair of the Conflict of Interest/Scientific Misconduct committee.

Respectively submitted,

Soizik Laguette, Chair
Senate Conflict of Interest/Scientific Misconduct Committee
Honors Committee
University Senate Report; September 8, 2015

Voting Members:
Faculty
Joe Vacele (Chair)
Amanda Boyd
April Bradley
Sherrie Flesman
Peter Meberg
Kim Porter
Tom Steen
Kathy Sukalski
Burt Thorp

Students
Jaford Burgad
Ryan Fagerwick
Alek Haugen
Brett Johnson
Carleigh Lider
Andrew Owen
Brady Roemmich
Joseph Schaefbauer

Non-Voting Members (Honors Program Faculty and Staff):
Sally Pyle, Director
Robin David, Associate Director
Emily Hill, Student Life Coordinator
Brian Schill, Undergraduate Research Coordinator
Diane Kinney, Administrative Secretary

The Honors Committee met three times during the 2014-2015 Academic Year, although Honors Committee members work throughout the academic year with the Sophomore Honors Portfolio process and with Senior Honors Thesis students. These tasks are ongoing.

December 16, 2014 Meeting Summary
Action Items:
Approval of minutes from the May 2014 meeting;
Approval of December 2014 graduates.

Other Business:
Discussion of “Future of Honors” Project Report;
Discussion of Honors By-Laws.

September 18, 2014 Meeting Summary
Action Items:
Approval of minutes from December 2014 meeting.

Other Business:
Discussion of Committee’s role, as set by the University Senate;
Continued discussion of By-Laws;
Update on “Future of Honors” – given by Steven Light.
May 13, 2015 Meeting Summary

Action Items:
- Election of Chairperson for 2015-2016 Academic Year: Joseph Vacek;
- Approval of minutes from September 18, 2014;
- Approval of May 2015 graduates.

Other Business:
- Outgoing committee members were recognized and incoming committee members were introduced;
- Recognition of the Student Award Winners from the Undergraduate Research Banquet, April 2015;
- Discussion of “Future of Honors” Project Report;
- Update on the University Senate action of the change request on defining the role of the Honors Committee.
ONLINE AND DISTANCE EDUCATION COMMITTEE
(Revised Charge Approved by SODEC April 20, 2015 and SEC September 14, 2015)

Purpose: To provide oversight and advocate for the provision of extended learning experiences with an exceptional level of quality to online and distance education students within the state, region, and beyond.

Membership: Faculty – six minimum of 8 with at least two members from College of Arts and Sciences, and at least one member from each of the other colleges (voting)
Vice President for Academic Affairs or designee (one, voting)
Distance Education Librarian of Chester Fritz Library (one, voting)
Office of Extended Learning (one, voting)
Center for Instructional Learning and Technologies (one,voting)
Office of Instructional Development Director of Assessment and Regional Accreditation (one, voting)
Students (two one undergraduate and one graduate, voting)

Terms: Faculty – three years
Vice President for Academic Affairs or designee – concurrent with office
Distance Education Librarian of Chester Fritz Library – concurrent with office
Office of Extended Learning – concurrent with office
Center for Instructional and Learning Technologies – concurrent with office
Office of Instructional Development Director of Assessment and Regional Accreditation – concurrent with office
Undergraduate student (one year)
Graduate student enrolled in an online or distance degree program (one year)

Selection: Approximately one-third elected by the University Senate in April and assuming responsibilities May-Fall Semester; additional faculty may be nominated and approved for membership by a majority vote.
Undergraduate student selected by Student Senate Government in April and assuming responsibility in May Fall Semester; additional student graduate student to be nominated by the Dean of the School of Graduate Studies and approved for membership by a by a majority vote of the Graduate Studies Committee.

Functions and Responsibilities: To perform an environmental scan and thorough review of committee policies in even-numbered years in preparation for any issues arising in the State legislative session in odd-numbered years. This review is to be submitted to the Senate Executive Committee and the Senate Legislative Affairs Committee.

Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:

1. Advocate for the use of "best practices" relative to faculty development, delivery methods, and the administration, teaching and evaluation of courses and programs offered for credit in the extended learning environment (i.e., those courses and programs offered online and as distance education offerings).
2. Foster collaboration to achieve the committee's purpose.

3. Provide support and assistance to deans, departmental chairs and program directors relative to the management, monitoring, and evaluation of online and distance education courses.

4. Provide oversight for quality and integrity in the extended learning environment, while being guided by the principle that academic standards reside within academic departments.

5. Make resource recommendations to the institution congruent with achieving our purpose statement.

6. Promote campus-wide interest in and advocacy for UND's role in providing exceptional and enriching extended learning experiences.

Report to Senate: Prepare an annual report and submit it to the Senate secretary two weeks before the March Senate meeting.

Source of Information:
University Senate Minutes -- April 18, 1963
University Senate Minutes -- November 3, 1966
University Senate Minutes -- March 5, 1981
University Senate Minutes -- May 6, 1999